

Job Descriptions

ASSISTANT PROGRAM DIRECTOR

Immediate Supervisor: Camp Director & Associate Camp Director



1. Assist Program Director with all camper pre-meal activities.
2. Assist Program Director with coordination of daily program activities and evening programs.
 - * Make sure set up is done according to program staff needs.
 - * Make sure all needed materials are secured.
 - * Work with program staff to enable them to run classes or programs as easily as possible.
3. Assist Program Director with assigning staff to electives.
4. Assist Program Director with decorating of camp to theme.
5. Assist Program Director with completion of Staff Year Book Staff Roster and Photo CD.
6. Make wake-up calls every day.
7. Assist with Program Staff Meetings.
8. Assist Program Director with coordinating opening night program for each camp as well as other programs as assigned.
9. Assist in Planning the End of Season Staff Party.
10. Keep personal living quarters neat, clean and ready for inspection.
11. Be available to participate and assist with camp programs and activities as directed by the Camp Director.

